



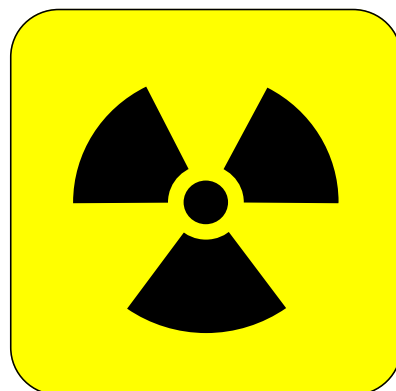
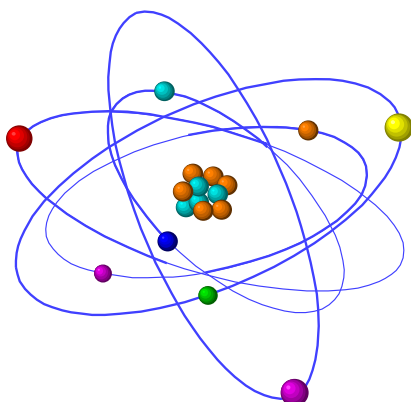
Langley Research Center

**LPR 1710.5J**

**Effective Date: March 17, 2014**

**Expiration Date: January 31, 2019**

## **IONIZING RADIATION**



**National Aeronautics and Space Administration**

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**Responsible Office:        Safety and Mission Assurance Office**

## **PREFACE**

### **P.1    PURPOSE**

- a.    This Langley Procedural Requirement (LPR) prescribes the Nuclear Regulatory Commission (NRC) regulations by assigning responsibilities and authorities at LaRC. Ionizing radiation sources not covered by NRC regulations (such as x-ray machines) are included in this LPR.
- b.    The standards and regulations contained herein do not in any way relieve supervisors, employees, or contractors of their responsibilities for the conduct of safe operations.

### **P.2    APPLICABILITY**

- a.    The procedures and radiation protection practices as set forth in this LPR apply to all organizational elements of LaRC and to all contractors working in facilities under the administrative control of LaRC.
- b.    It is the responsibility of Contractors to provide and implement their own ionizing radiation program for facilities solely operated by the Contractor. As a minimum, this program shall be in accordance with the LaRC program as described in this LPR.
- c.    It should be noted that referenced regulations are Federal statutes imposed on NASA under terms of licenses with the Nuclear Regulatory Commission (NRC), and applicable regulations promulgated by the Occupational Safety and Health Administration (OSHA), the Food and Drug Administration (FDA), and the Department of Transportation (DOT). Questions concerning details of current regulations or the applicability of regulations should be referred to the Radiation Safety Officer (RSO), Safety and Facility Assurance Branch (SFAB), Safety and Mission Assurance Office (SMAO).

### **P.3    AUTHORITY**

- a.    Department of Labor, OSHA Title 29 Codes of Federal Regulations (CFR), Part 1910.1096.
- b.    NRC License Applications (NRC Form 313).
- c.    U.S. Nuclear Regulatory Commission (NRC), Title 10, (CFR), Parts 1 to 199.
- d.    U.S. NRC 10 CFR 20, Standards for Protection Against Radiation.
- e.    U.S. NRC 10 CFR 19, Notices, Instructions and Reports to Workers: Inspection and Investigations.
- f.    U.S. NRC Form No. 3, "Notice to Employees."

## CODE OF FEDERAL REGULATIONS (CFR)

### Title 10 - Energy

- Part 19 Notices, Instructions and Reports to Workers; Inspection and Investigations
- Part 20 Standards for Protection Against Radiation
- Part 30 Rules of General Applicability to Domestic Licensing of Byproduct Materials
- Part 31 General Domestic Licenses for Byproduct Material
- Part 33 Specific Domestic Licenses of Broad Scope for Byproduct Material
- Part 35 Medical Use of Byproduct Material
- Part 36 Licenses and Radiation Safety Requirements for Irradiators
- Part 40 Domestic Licensing of Source Material
- Part 70 Domestic Licensing of Special Nuclear Material
- Part 71 Packaging and Transportation of Radioactive Material

### Title 29 - Occupational Safety and Health Administration

- Part 1910.1096 Ionizing Radiation

## CFR PROVISIONS OF SPECIFIC NUCLEAR REGULATORY COMMISSION (NRC) LICENSES

- g. Title 14 – Aeronautics and Space, Chapter 1 – Federal Aviation Administration, Department of Transportation (parts 1-199)
- h. Title 39 – Postal Service Regulations, Chapter 1, United States Postal Service, Subchapter K – Special Requirements
- i. Title 46 – Shipping, Chapter 5 – Coast Guard, Department of Transportation Subchapter N – Dangerous Cargoes
- j. Title 49 - Transportation, Subchapter C – Hazardous Materials Regulations

## **P.4 APPLICABLE DOCUMENTS AND FORMS**

- a. LAPD 1150.2, "Councils, Boards, Panels, Committees, Teams, and Groups."
- b. LAPD 1700.1, "Safety Program."
- c. LAPD 1700.2, "Safety Assignments and Responsibilities."
- d. LPR 1046.1, "Emergency Management Plan."
- e. LPR 1740.6, "Personnel Safety Certification."
- f. LF 38, "Safety Permit Request - Radioactive Material."
- g. LF 44A, "Radiation Hazard Form."
- h. LF 48, "Safety Permit Request - Radiation Machine."
- i. LF 56, "Radioactive Material Transfer."
- j. LF 66, "Worker Appointment and Certification Form."
- k. LF 145, "Maintenance Shipping Form."
- l. LF 492, "Radiation Worker's Certification Card."
- m. LF 498, "Safety Permit."

## **P.5 MEASUREMENT/VERIFICATION**

None

## **P.6 CANCELLATION**

LPR 1710.5, dated January 8, 2009.

*Original signed on file*

David E. Bowles  
Acting Deputy Director

Distribution:

Approved for public release via the Langley Management System; distribution is unlimited.

**Chapter 1****1. INTRODUCTION****1.1 PURPOSE**

1.1.1 It is LaRC policy to comply with NASA regulations and federal laws as prescribed in Appendices A and B of this LPR and to:

- a. Exercise centralized control over operations involving the use of radioactive materials and radiation producing equipment.
- b. Ensure that exposure of personnel to ionizing radiation from radioactive materials or radiation-producing equipment is kept to a minimum.
- c. Ensure that compliance with Federal, State, and Local regulations is maintained.

1.1.2 The responsibility for implementation of these safety policies with respect to a particular radiation device is given to the responsible Organizational Facility Safety Head (OFSH) (line management). OFSH's shall establish normal and emergency operating procedures and ensure all personnel operating devices within their facility are trained. LF 498, "Safety Permit," review system is established to ensure that the procedures are in compliance with the protection standards adopted herein.

**1.2 SCOPE**

1.2.1 This LPR defines the requirement for the procurement, use, handling, storage, shipment, and disposal of sources of ionizing radiation, as well as personnel monitoring and emergency procedures.

1.2.2 The LPR also indicates sources from which more detailed information may be obtained when necessary.

**1.3 ISSUANCE AND CONTROL OF PROCEDURAL REQUIREMENTS REVISIONS**

1.3.1 SFAB shall issue, distribute, and control this LPR.

1.3.2 Revisions to this LPR shall be developed by the LaRC Ionizing Radiation Committee (IRC) (Ref. LAPD 1150.2, "Councils, Boards, Panels, Committees, Teams, and Groups").

**1.4 DEFINITIONS AND TERMINOLOGY**

1.4.1 Appendix A contains definitions and terminology used in this LPR.

## **1.5 RECORDS**

### **1.5.1 Ionizing radiation inventory records include:**

- a. Current list of employees who are required to be certified as radiation workers
- b. Incident and over-exposure reports
- c. Receipts and shipments of ionizing radiation sources
- d. Records of trained and safety certified radiation workers
- e. Records of personnel monitoring
- f. Records of calibration of monitoring instrumentation
- g. Personnel dosimetry reports
- h. Records of all radioactive waste disposals

### **1.5.2 Minutes of the quarterly Ionizing Radiation Committee meetings**

### **1.5.3 Safety Permits**

### **1.5.4 Radiation Survey Records**

### **1.5.5 Audit Records of:**

- a. Trained and safety certified radiation workers
- b. Personnel monitoring
- c. Calibration of monitoring instrumentation



**Chapter 2****2. IONIZING RADIATION COMMITTEE (IRC)****2.1 AUTHORITY**

2.1.1 The IRC is established under the authority of LPR 1700.1, "Safety Program," and LPR 1150.2, "Councils, Boards, Panels, Committees, Teams, and Groups." Its establishment is necessary in the public interest and to:

- a. Ensure compliance with licensing requirements for radioactive material under the rules and regulations of the U.S. Nuclear Regulatory Commission, Title 10, Code of Federal Regulations, (CFR), Parts 1 to 199.
- b. Ensure compliance with the U.S. Department of Labor, OSHA, Title 29, Code of Federal Regulations (CFR), Part 1910.1096 (29 CFR 1910.1096).

2.1.2 Any member of the IRC is authorized to investigate any questionable radiation source, equipment, system, and so forth; and is authorized to act in the name of the LaRC Director to stop work; to prevent the use of equipment which is considered unsafe; and, to start action to eliminate the unsafe condition.

2.1.2.1 To stop work or eliminate unsafe conditions, actions shall be documented within 24 hours by formal memorandum to the LaRC Safety Manager with a copy to the Chairperson, IRC.

2.1.2.2 With line management agreement, work shall only be resumed after the corrective action has been taken.

2.1.3 If line management is not in agreement with the corrective action recommended by the official who stopped the work, the line manager shall submit the reasons for disagreement to the Chairperson, Executive Safety Council.

2.1.3.1 The Chairperson, Executive Safety Council, shall make an appropriate review.

2.1.3.2 Work shall not resume during review of corrective actions in disagreement without the approval of the Chairperson, Executive Safety Council.

2.1.4 Due to the need for the IRC to maintain an overview of ionizing radiation activities at LaRC, a review system is established for major radiation facilities. This review system is described in Chapter 4, "Routine Procedures and Requirements."

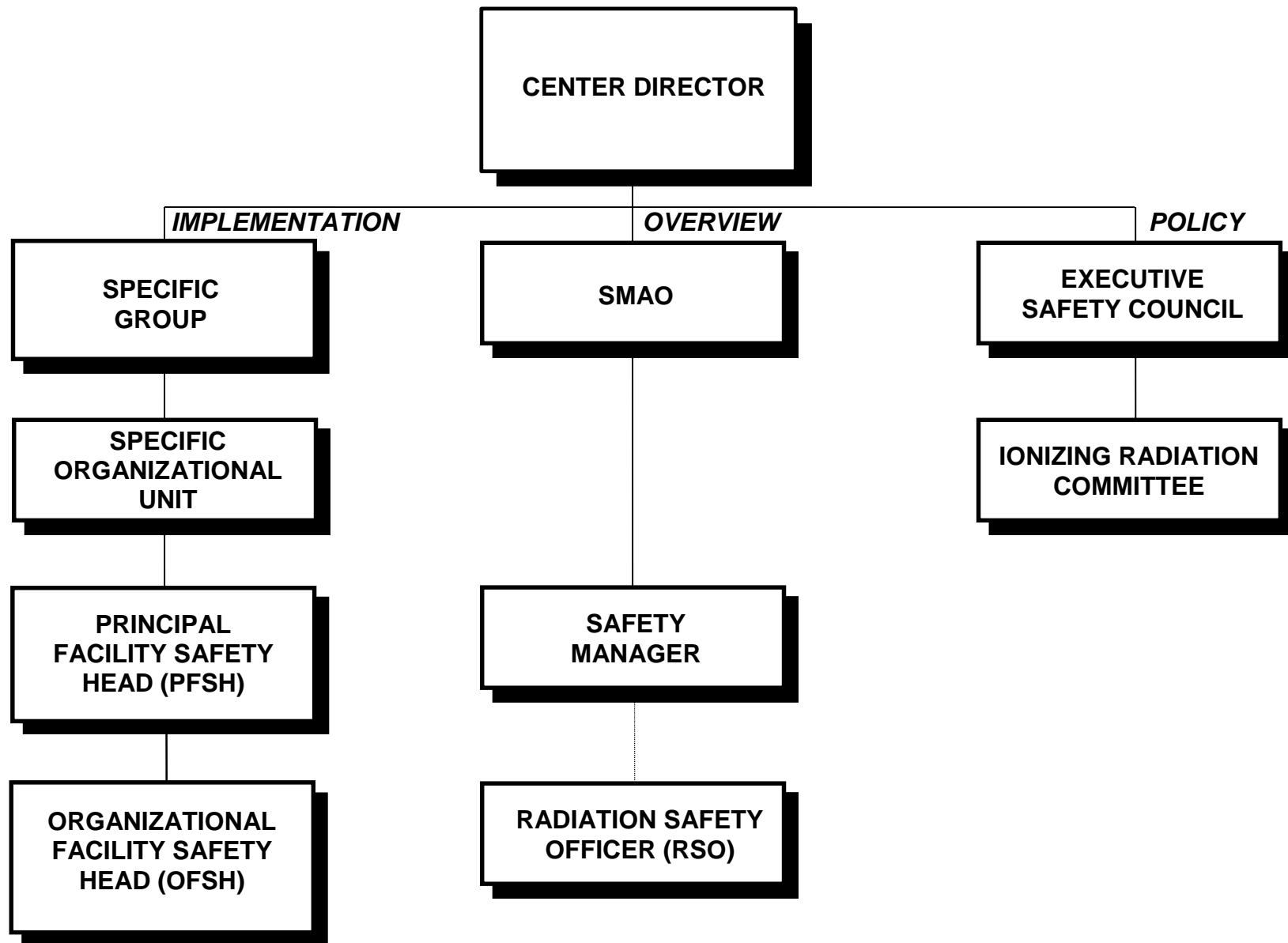
## **2.2 STRUCTURE AND ORGANIZATION**

2.2.1 The IRC functions as a subcommittee of the Executive Safety Council. Its position in the organization for radiation safety is shown in Figure 2.1, LaRC Organization for Radiation Safety.

2.2.2 The IRC consists of seven voting members including the Chairperson, Vice-Chairperson and Secretary. Committee members (including Chairperson and Vice Chairperson) are appointed by the Vice-Chairperson, Executive Safety Council, by virtue of their technical and/or educational expertise in the field of ionizing radiation.

2.2.3 Members serve for a 2-year term with the exception of the LaRC Safety Manager, the RSO, and a representative from the Environmental Management Team (EMT), Center Operations Directorate (COD), who serve as long as the committee continues to function.

2.2.4 Members may serve for multiple terms on the IRC.



**Figure 2.1, LaRC Organization for Ionizing Radiation Safety**

2.2.5 During the first meeting of a new calendar year, the committee shall elect a committee secretary from its full membership.

2.2.5.1 The committee secretary shall be responsible for preparing and distributing committee minutes in addition to other responsibilities.

## **2.3 DUTIES AND RESPONSIBILITIES**

2.3.1 The IRC shall:

- a. Meet quarterly per year.
- b. Ensure compliance with Federal regulatory statutes.
- c. Exercise a centralized control over sources of ionizing radiation at LaRC. This control is accomplished by a review and approval of all procurement, handling, use, storage, and disposal of radioactive materials and radiation producing machines (Chapter 4).
- d. Ensure that an audit is conducted annually of each facility's possession and use of sources of ionizing radiation (Chapter 6).
- e. Develop and coordinate material incorporated in this LPR as needed.

2.3.2 The specific duties of the officials and members of the IRC are:

a. The Chairperson shall:

- (1) Prepare an agenda and call meetings as required, at least bi-annually.
- (2) Act as the presiding officer at committee meetings.
- (3) Act as the signature authority for actions approved by the committee (safety permits, and so forth).
- (4) Be cognizant of all matters pertaining to ionizing radiation at LaRC.

b. The Vice-Chairperson shall:

- (1) Assist the Chairperson whenever necessary.
- (2) Serve as the Chairperson when the Chairperson is absent.

c. The Secretary shall:

- (1) Prepare and distribute minutes of committee meetings, which, are to contain, as a minimum, a record of persons present and a description of matters discussed and conclusions reached, including the opinions of dissenting members.

- (2) Distribute minutes to all members; the affected FSH's; the Chairperson, Executive Safety Council; and the Director, SMAO.
- (3) Process official correspondence for the committee as needed.

d. Other members of the IRC shall:

- (1) Be cognizant of all matters pertaining to radiation safety at LaRC. This is chiefly, but not entirely, achieved by attending the committee meetings and participating in the decisions made by the committee.
- (2) Serve on ad-hoc committees appointed by the Chairperson, when necessary.

**Chapter 3****3. SAFETY AND HEALTH FUNCTIONS****3.1 GENERAL**

3.1.1 The responsibility for implementing this LPR shall be divided among five safety and health functions.

3.1.2 The interface requirements of these functions and their duties and responsibilities are presented in this chapter.

**3.2 ORGANIZATIONAL FACILITY SAFETY HEAD (OFSH)**

3.2.1 The Principal Facility Safety Head (PFSH) of each facility where ionizing radiation operations are performed shall appoint an OFSH for each operation that is functionally or generically distinct.

- a. The OFSH shall, in each case, be a representative of line management who is thoroughly familiar with the operation and its hazards.
- b. In some cases, the OFSH may also be the prime user of the source(s) of ionizing radiation.

3.2.2 The OFSH shall interface as the first point of contact for the individual who has a requirement for the procurement, use, or disposal of sources of ionizing radiation.

3.2.2.1 The first point of contact for the OFSH shall be the RSO.

3.2.3 Responsibilities of the OFSH with an operation involving sources of ionizing radiation shall be to:

- a. Supervise and coordinate, in a safe manner, the procurement, use, and disposal of sources of ionizing radiation.
- b. Maintain a continual inventory of all radioactive sources and all radiation-producing machines used in operations.
  - (1) The inventory shall include locations of use, type of radiation emitted and maximum radiation intensities produced by these sources and machines.
- c. Maintain an inventory of radiation-monitoring instruments in operation, which are required for the purpose of monitoring personnel exposure to ionizing radiation (Chapter 5, "Special Procedures and Requirements"). The instrument inventory shall include the manufacturer, model number, serial number, and the date of calibration for each instrument required.
- d. Furnish inventory records to the RSO.

- e. Secure dosimetry service from the RSO for all personnel in the operation who are likely to receive ionizing radiation exposure in excess of 10 percent of the limits specified in Chapter 5.
- f. Maintain a current list of employees in the operation who are required to be certified as radiation workers. Chapter 5 presents the certification requirements.

### **3.3 RADIATION SAFETY OFFICER (RSO)**

*NOTE: The position of the RSO has been assigned to a contractor located in the Safety and Facility Assurance Branch, SMAO.*

3.3.1 The RSO shall interface by reporting information to SMAO and the LaRC Safety Manager.

3.3.1.1 The RSO shall be a member of the IRC.

3.3.1.2 Recommendations to the committee for approval or disapproval of new uses of ionizing radiation shall be made by the RSO following pre-operational surveys and review of safety procedures.

3.3.1.3 The RSO assists the radiation user as primary contact on a day-to-day basis for matters relating to radiation safety, other than procurement.

3.3.2 The RSO provides administrative and technical guidance to LaRC personnel in the safe use of ionizing radiation.

3.3.2.1 Specific duties of the RSO shall be to:

- a. Assume control and initiate corrective action in radiation emergencies.
- b. Coordinate with NRC on matters concerning licensing and other regulatory functions through the LaRC Safety Manager.
- c. Prepare incident and over-exposure reports required by the NRC and other agencies.
- d. Perform pre-operational surveys and radiation hazard analyses of all proposed uses of facilities for radioactive material and radiation machines to assure conformity with applicable regulations, standards, and good practice.

(1) Recommend to the IRC approval or disapproval of these facilities.

- e. Perform annual audits of ionizing radiation activity in each organizational unit.

- f. Maintain a program of personnel dosimetry (film badges, pocket chambers, and so forth).
  - (1) Interpret reports and maintain permanent dosimetry records.
- g. Perform periodic radiation protection surveys and radiation safety evaluations including leak tests required by the NRC license.
- h. Assist line management in implementing radiation safety rules and procedures as promulgated by the IRC and/or Federal regulatory authorities.
- i. Assure that the disposal of radioactive waste is safe and complies with Federal, state, local, and LaRC requirements.
- j. Maintain OSFH's provided inventories, and forward updates to the LaRC Fire Chief for incorporation into the Emergency Alarm Response System (EARS).
- k. Provide training and indoctrination of personnel in radiation safety.
- l. Review all purchase requests for ionizing radiation sources for compatibility with approved programs and licensing requirements.
- m. Review, sign and forward to the LaRC Safety Manager safety permit requests for the use of radioactive materials (LF 38 "Safety Permit Request- Radioactive Material.") or radiation emitting machines (LF 48 "Safety Permit Request- Radiation Machine").
- n. Inspect and maintain records of all receipts and shipments of ionizing radiation sources.
- o. Periodically inform the IRC of new developments in the field of ionizing radiation, as they are applicable to activities at LaRC.

### **3.4 LARC SAFETY MANAGER (HEAD, SAFETY AND FACILITY ASSURANCE BRANCH, SMAO)**

#### **3.4.1 The LaRC Safety Manager's interfaces shall include:**

- a. Responsibility for the technical management of contractual health physics services at LaRC.
- b. Serving as a member of the IRC (or assign a designee).
- c. Acting as the primary contact for LaRC management on matters relating to radiation safety.



- d. Representing the government as the liaison between the RSO and federal regulatory authorities (NRC, OSHA, and so forth).

#### 3.4.2 The LaRC Safety Manager's responsibilities shall be to:

- a. Exercise general surveillance over all uses of ionizing radiation at LaRC, including on-site contractor activities to assure radiation use is in conformance with safe practice, pertinent regulations, and with provisions approved by the IRC for specific radiation use authorizations (that is, LFs 38 and 48).
- b. Decide whether to have the RSO perform the above function.
- c. Serve as the final reviewing and/or certifying authority on the following documents:
  - (1) NRC License Applications (NRC Form 313)
  - (2) LF 66, "Worker Appointment and Certification Form"
  - (3) LF 44A, "Radiation Hazard Form"
  - (4) LF 38 "Safety Permit Request- Radioactive Material"
  - (5) LF 48 "Safety Permit Request- Radiation Machine"

### 3.5 RADIATION WORKERS

3.5.1 The OFSH having direct involvement with sources of ionizing radiation shall forward recommendations for appointment of radiation workers as described in Chapter 4, "Routine Procedures and Requirements."

3.5.2 Radiation workers are the only persons permitted to handle radioactive materials or to approach sources of radiation closely enough to receive a dose in excess of 100 millirem (mrem) in a year or a dose rate in excess of 2 milliroentgen (mR) per hour.

3.5.3 Radiation workers' interfaces shall include:

- a. Working under the direct authority of the OFSH.
- b. Exercising authority over all personnel in connection with the safe operation of the device to which the radiation worker is assigned.

3.5.4 Radiation workers' responsibilities shall include:

- a. Being cognizant of and complying with the LaRC regulations pertaining to ionizing radiation safety.
- b. Adhering to the limitations stated in the "Description of Duties" section of the appointment form, and notify the OFSH when:
  - (1) A change in the definition of the limitations is needed.

- (2) The need to work in restricted areas has ended.
- c. Ensuring that persons who are not qualified radiation workers are not exposed to radiation levels that produce a dose in excess of 0.1 rem.

**Chapter 4****4. ROUTINE PROCEDURES AND REQUIREMENTS****4.1 GENERAL**

4.1.1 This chapter sets forth procedures and requirements for processing documents and materials related to ionizing radiation.

4.1.2 Questions concerning these procedures and requirements shall be directed to the RSO.

**4.2 PROCUREMENT AND RECEIPT**

4.2.1 Prior to the procurement and receipt of any source of ionizing radiation, the user or operator of the source shall complete LF 44A, and route to the RSO as the final repository.

4.2.2 If an OFSH has not been appointed, the user shall submit LF 44A to the PFSH, who then appoints an OFSH for the organization procuring the source of ionizing radiation.

4.2.3 The OFSH shall:

- a. Review and approve LF 44A for system compatibility with research objectives.
- b. Forward approved LF 44A to the RSO.

4.2.4 The RSO shall:

- a. Schedule a pre-operational review with the OFSH upon receipt of LF 44A. The purpose of this review is to provide the OFSH with guidance and assistance in the following areas:
  - (1) Applicability of NASA Langley radiation safety permit requirements.
  - (2) Preparation of NRC license (if applicable).
  - (3) Preparation of safety procedures.
  - (4) Preparation of authorizing documents specified in this chapter.
- b. Sign LF 44A after the survey and forward to the LaRC Safety Manager.
- c. Perform receipt inspections and surveys of radioactive material that is delivered to the Center.

#### 4.2.5 The LaRC Safety Manager shall:

- a. Upon receipt of LF 44A, review the RSO's review and approve or disapprove the purchase of the source of ionizing radiation.
- b. If disapproved, return LF 44A to the OFSH with a written explanation of disapproval attached.
- c. The OFSH may appeal disapproval(s) through his/her Organizational Unit Manager to the Executive Safety Council.

4.2.6 Upon receipt of an approved LF 44A, the Purchasing Officer, Office of Procurement, shall complete the information indicated in the upper right hand corner of the form.

4.2.6.1 If a contract is let for purchase of the material, detach Copy 3 of LF 44A and forward Copy 4 to the Logistics Management Team (LMT).

4.2.7 The LMT shall, upon receipt of any incoming source of ionizing radiation authorized by LF 44A, notify the RSO of its arrival at LaRC within one business day after its arrival.

4.2.7.1 The material shall not be opened or released to the user until the RSO has surveyed the package to document radiation intensities and/or contamination.

### 4.3 AUTHORIZATION OF USE (SAFETY PERMIT)

4.3.1 The radiation safety permit is a written designation that the particular research experiment, rig, or operation has been reviewed by technically qualified members of the LaRC staff and that all reasonable safety precautions and environmental requirements have been considered and subsequently implemented.

4.3.2 The RSO is responsible for the determination of radiation safety permit requirements during the processing of LF 44A. The pertinent determining factors that require a radiation safety permit include:

- a. duration of exposure,
- b. source quantity (mass, volume, etc.),
- c. potential exposure configuration,
- d. number of handlers,
- e. commercial certifications.

4.3.3 The IRC reviews the need for radiation safety permits based on these factors during its bi-annual meetings for final dispensation rendering.

4.3.4 Some sources of ionizing radiation require the completion of a LF 38 or LF 48 (referred to generically as radiation safety permits) before the source can be used or operated at any LaRC facility.

4.3.5 LF 48 for radiation machines or LF 38 for radioactive materials shall be used as appropriate.

4.3.6 LF 38 or LF 48 shall describe the maximum potentially hazardous operating parameters (that is, maximum source strength, kilovoltage, amperage, and so forth) expected during the life of the experiment or operation.

- a. Changes in the operational configuration which do not exceed the authorized maximum parameters or change the authorized safety features will not require the processing of a modified LF 38 or 48.
- b. Other changes require additional review and approval by the IRC.
- c. LFs 38 and 48 are valid for a period of one year from date of approval of a modification or initial issuance.
- d. Permits that do not require modification can be renewed for a period of four years.

4.3.7 The OFSH shall:

- a. Prepare LF 38 or LF 48 and attach pertinent drawings, sketches, and supporting information, in conjunction with principal person responsible for the activity. If safety procedures and precautions cannot be adequately described in Block 2 of the form, an attachment may be used.
- b. Ensure that all personnel listed as workers on the form are certified radiation workers.
- c. Forward LF 38 or LF 48 and attachments to the RSO.
- d. Post the approved radiation safety permit in a conspicuous place at the specified site, or if more practical, in the applicable control center for the site.
- e. Submit a memorandum to the LaRC Safety Manager requesting renewal of the safety permit at least 30 days prior to the expiration date, or submit a new LF 38 or LF 48 through channels anytime a change is required in the authorized maximum operating parameters.

4.3.8 The RSO shall:

- a. Perform a radiation hazard analysis of the proposed operation upon receipt of LF38 or LF 48 and attachments.

- b. Work closely with the OFSH during this analysis to provide guidance and assistance in the preparation and acquisition of safety procedures, protective equipment, medical surveillance, and NRC licensing (if required).
- c. Forward LF 38 or LF 48, attachments, and the hazard analysis (with appropriate recommendations) to the IRC for review and approval.

4.3.9 The IRC shall review LF 38 or LF 48 to determine that all reasonable precautions have been taken and the proposed operations can be carried out with an acceptable level of risk to personnel and equipment.

4.3.9.1 Based on review results of LFs 38 and 48, the IRC shall recommend approval of the radiation safety permit by the committee Chairperson if sufficiently satisfied upon completion of review that radiation hazards have been adequately addressed, or return the request to the requester if problem areas are evident.

4.3.10 The IRC Chairperson shall:

- a. Sign the LF 38 or 48 and specify, when appropriate, any special conditions on which approval is based.
- b. Forward LF 38 or LF 48, and attachments to the Safety Manager.

4.3.11 The LaRC Safety Manager shall:

- a. Review existing radiation safety permits as part of the annual audit to ensure that they are valid (either not expired or have been reviewed before expiration date).
- b. Notify the requestor when a review will be completed.
- c. Review LF 38 or LF 48 for impact on the environment or creation of safety hazards outside the scope of radiological health. Based on this review:
  - (1) Approve the LF 38 or 48 and return all attached documentation to the requestor, or return LF 38 or 48 and all attached documentation to the requestor if problem areas are evident.

**Chapter 5****5. SPECIAL PROCEDURES AND REQUIREMENTS****5.1 SPECIAL REQUIREMENTS FOR OFF-SITE RADIATION USE AUTHORIZATION**

5.1.1 Prior to approving an LF 38 or LF 48 for an organizational element of LaRC in which LaRC-owned radiation-producing material or equipment will be used at a temporary job site (a facility not under the administrative control of LaRC), the following requirements shall be satisfied:

- a. Written authorization shall be obtained from the administration of the facility. If the facility or institution holds a byproduct license from the NRC or an agreement state (see definition in appendix A), then the use of byproduct materials should be concurred with by that Center's RSO and/or its IRC.
- b. To ensure minimal radiation exposure to individuals and confirm no residual radioactive contamination remains in the off-site facilities, an individual with adequate training and experience in radiological health activities shall be named to select suitable instrumentation and perform monitoring tasks as determined necessary by the LaRC IRC.
- c. Procedures and arrangements for disposal, to handle radioactive waste generated at the temporary job site, shall be formally specified and approved by the LaRC IRC.
  - (1) The preferred waste disposal method shall be by direct transfer to NRC or agreement state licensee authorized to perform collection and/or disposal of radioactive waste.

5.1.2 All records of radiation surveys, personnel monitoring, and radioactive material transfers shall be maintained by the use supervisor and submitted to the RSO at the completion of the authorized use.

5.1.3 Any incidents involving individuals overexposed, lost sources, or contamination problems shall be reported immediately to the RSO.

**5.2 INTERIM APPROVALS**

5.2.1 Interim approvals for use of ionizing radiation shall be concurred with by the RSO and the IRC Chairperson.

5.2.2 When an immediate use of ionizing radiation is determined necessary, the RSO, with concurrence from the Chairperson, IRC, may temporarily:

- a. Extend an expiration date of a LF 38 or LF 48 for a period not to exceed 60 days.

- b. Add to the sources of ionizing radiation named on an approved authorization provided the sources added will not change the kinds of radiation emissions previously authorized.
- c. Authorize activities under a new radiation safety permit if the activity must start prior to the next IRC meeting.

5.2.3 The IRC shall evaluate these temporary modifications and, if satisfied that the RSO's action was proper, shall ratify the actions at the next committee meeting.

5.2.4 Approvals may be withdrawn at any time if safety violations occur or use of a regulated source is found not to be in compliance with conditions of the approved authorization.



**Chapter 6****6. IONIZING RADIATION PROGRAM REQUIREMENTS**

*NOTE: The LaRC ionizing radiation program requirements include: audits, training and certification, medical surveillance, receipt, shipping, area designations, radiation dose limits, airborne concentration limits, personnel monitoring, posting and labeling, leak testing, radioactive waste disposal, contract radiography, and in-house mobile radiography.*

**6.1 AUDITS**

6.1.1 The RSO shall conduct no less than annually an audit of each facility possessing sources of ionizing radiation.

6.1.1.1 The results of those audits shall be presented to the IRC during their bi-annual meetings.

6.1.1.2 Typical items covered during an audit are:

a. Inventories of:

- (1) All radioactive material.
- (2) Radiation producing machines.
- (3) Monitoring instrumentation.

b. Records of:

- (1) Trained and safety certified radiation workers.
- (2) Personnel monitoring.
- (3) Calibration of monitoring instrumentation.

c. Compliance with terms of the radiation safety permit.

d. Conduct of routine radiation protection surveys.

6.1.2 An annual assessment of the radiation safety program shall be performed by an individual who does not have direct responsibility for the program.

6.1.3 The annual assessment shall cover topics suitable to meet the annual assessment required by the Nuclear Regulatory Commission in 10 CFR 20.1101(c).

**6.2 TRAINING AND CERTIFICATION**

6.2.1 All personnel (including contractors) who operate, manipulate, or have any other type of physical control over the use of radiation-producing equipment or material

specifically authorized by a radiation safety permit, shall be properly trained and certified as radiation workers:

- a. Any person who is likely to receive a radiation dose in excess of 10 percent of the limits as specified in this chapter, as a result of LaRC operations, shall be trained and certified as a radiation worker.
- b. The OFSH shall ensure that personnel within the facility are properly trained and certified.
- c. Questions concerning this requirement shall be directed to the RSO.

6.2.2 To meet minimum qualifications, and prior to working with ionizing radiation, individuals shall have had either radiation experience and/or training on specific topics:

- a. LF 66 is used for Government personnel to determine and certify that the qualifications for worker training and safety certification described above and in accordance with LPR 1740.6, "Personnel Safety Certification."
- b. Contractor personnel shall use a form that supplies the equivalent information contained in LF 66.

6.2.3 All radiation workers performing work under an approved radiation safety permit shall be certified radiation workers and listed on the permit.

*NOTE: Certified personnel may be added to or removed from a permit by the OFSH or RSO without modifying the permit.*

6.2.3.1 Based on the satisfactory completion of LF 66 and/or other documentation of the qualifying status of the worker, the RSO shall issue, revalidate, or terminate an LF 492, "Radiation Worker's Certification Card."

6.2.3.2 The worker shall have the card on-hand or readily accessible, as proof of his/her certification, while performing applicable tasks.

6.2.3.3 Contractors may be issued equivalent cards by their employer.

6.2.4 Ionizing Radiation workers shall be recertified every 2 years. Recertification involves attending refresher training and revalidation of the Certification Card by the RSO. Refresher training can be scheduled by contacting the RSO.

### **6.3 MEDICAL SURVEILLANCE**

6.3.1 Medical surveillance is no longer required for radiation workers.

## 6.4 RECEIPT

6.4.1 The RSO shall be notified of all arrivals of sources of radiation at LaRC for documentation and inspection.

6.4.2 Leak testing shall be performed, if applicable.

6.4.3 The LMT shall furnish the RSO with a copy of the receiving document.

6.4.4 All radioactive material shall be delivered by the RSO to the custodian.

## 6.5 SHIPPING

6.5.1 Without prior notification, sources of radiation, once documented by the RSO and located in a particular facility, shall not be:

- a. transferred to the accountability of another organization,
- b. transferred from one location to another within LaRC,
- c. or removed from the Center, without prior notification of the RSO.

*NOTE: The RSO notification is in addition to action required for property control procedures.*

6.5.2 Off-site shipments (both commercial and by NASA vehicle) require documentation and completion of a LF 56, "Radioactive Material Transfer," which is to be included with other relevant shipping documents.

- a. Each shipment shall be made in accordance with the applicable Federal, State, and local transportation regulations. These regulations are referenced in the Preface of this document.
- b. All commercial shipments of radioactive material shall be under the cognizance of LMT when the shipment is sponsored by or shipped in connection with a LaRC sponsored project.

## 6.6 RADIATION GENERATING DEVICES (RGD)

6.6.1 Electronic equipment with high voltage potentials greater than 10 kV under vacuum have the potential of generating x-rays, either intentionally or as a byproduct of their operation.

- a. Owners of equipment meeting these criteria shall contact the RSO to have the equipment evaluated.
- b. The equipment shall be categorized by the RSO based upon equipment design and the results of a radiation survey.

6.6.2 Class 1 RGD—A device may be classified as a Class 1 RGD if its design is such that there is little potential for workers to be exposed to radiation in excess of the dose limits for members of the general public.

6.6.2.1 The Class 1 RGD category shall include equipment such as electron microscopes, certified cabinet x-ray devices, or x-ray package scanners.

6.6.2.2 Operators of Class 1 RGDs do not require certification as Radiation Workers, but safety guidelines shall be posted near the device.

6.6.2.3 Class 1 RGDs may be monitored using work area dosimetry to verify that workers are not exposed to radiation levels that would require individual monitoring.

6.6.3 Class 2 RGD—Devices that have the potential to cause personnel exposure to radiation above the limits for members of the general public shall be categorized as Class 2.

6.6.3.1 The Class 2 RGD category includes devices such as x-ray machines for non-destructive testing, high energy electron beam devices, and any x-ray device that has an accessible x-ray beam, such as unshielded x-ray fluorescence devices.

6.6.3.2 Operators of Class 2 RGDs shall have certification as Radiation Workers, and Class 2 RGDs require approved Radiation Safety Permits for their operation.

6.6.4 Regardless of the classification of x-ray devices, operators of RGDs shall not move, alter the physical structure, or increase the emission characteristics of an RGD without prior approval from the RSO.

6.6.4.1 The RSO shall make periodic inspections of RGDs to ensure that the classification is still accurate.

6.6.4.2 The RSO shall label RGDs with their classification and serial number.

## 6.7 AREA DESIGNATIONS

*NOTE: Several area designations apply to radiation control at LaRC.*

6.7.1 Controlled Area—any area to which access is controlled for purposes of protection of individuals from exposure to radiation and radioactive material.

6.7.1.1 The term “controlled” is meant to be synonymous with the term “restricted” as used in the NRC Regulations.

6.7.2 Radiation Area—any area, accessible to individuals, in which radiation levels could result in an individual receiving a dose equivalent in excess of .005 rem (0.05

mSv) in 1 hour at 30 centimeters from the radiation source or from any surface that the radiation penetrates.

**6.7.3 High Radiation Area**—any area, accessible to individuals, in which radiation levels could result in an individual receiving a dose equivalent in excess of 0.1 rem (1 mSv) in 1 hour at 30 centimeters from the radiation source or from any surface that the radiation penetrates.

**6.7.4 Very High Radiation Area**—any area, accessible to individuals, in which radiation levels could result in an individual receiving an absorbed dose in excess of 500 rads (5 grays) in one hour at one meter from a radiation source or from any surface that the radiation penetrates.

**6.7.5 Airborne Radioactivity Area**—an airborne radioactive area is a room, enclosure, or area in which airborne radioactive materials composed wholly or partly of licensed material exist in concentrations:

- a. in excess of the derived air concentrations (DAC's) specified in Appendix B of 10 CFR 20, or
- b. to such a degree that an individual present in the area without respiratory protective equipment could exceed, in one week, an intake of 0.6 percent of the annual limit on intake (ALI) or 12 DAC-hours.

**6.7.6 Uncontrolled Area**—any area to which access is not controlled for purposes of protection of individuals from exposure to radiation and radioactive materials.

**6.7.6.1** The term “uncontrolled” is meant to be synonymous with the term “unrestricted” as used in the NRC Regulations.

**6.7.6.2** The dose rate in uncontrolled areas shall not exceed 0.002 rem in 1 hour.

## **6.8 RADIATION DOSE LIMITS**

*NOTE: Radiation dose limits at LaRC are based upon limits specified by the NRC in 10 CFR 20, and by OSHA in 29 CFR 1910.1096. It should be recognized that the LaRC limits are established as maximum values and, in all cases, personnel exposure should be maintained as far below the limits specified in this part as practical.*

**6.8.1 Occupational Dose Limits for Adults**—Radiation workers shall not be exposed routinely to radiation or radioactive material in a manner that exceeds the following limits:

Exposed Body Area	Rem/Year
a. Whole body (head, trunk, active blood forming organs, and internal organs)	5 rems total effective dose equivalent or 50 rems total dose to any single organ or tissue, whichever is the more limiting (effective dose equivalent being the sum of the deep dose equivalent (external dose) and the committed effective dose equivalent (internal dose))
b. Skin or extremities (hands, forearms, leg below the knee, feet and ankles)	50 rem
c. Lens of the eye	15 rem
d. Embryo/fetus (declared pregnancy and estimated time of conception)	0.5 rem during entire gestation period

*NOTE: In exceptional cases, an individual may be permitted a planned special exposure separate from, and in addition to, the annual dose limits.*

6.8.2 Occupational Dose Limits for Minors—An individual under the age of 18 years shall not be permitted to enter or be employed in controlled areas if the individual will receive doses of radiation in amounts exceeding 10 percent of the specified dose limits for adult radiation workers (i.e., 0.5 rem for whole body).

6.8.3 Annual Dose to Members of the Public—Annual dose to members of the public shall not exceed 100 mrem, excluding medical and background radiation and other exposures not related to working in the environs of radiation.

*NOTE: Center employees who are not radiation workers are considered to be members of the public.*

6.8.4 Dose Limits for Pregnant Workers—Radiation workers who are pregnant or believe that they may be pregnant are urged to contact the RSO for counseling and further details about declaring pregnancy.

*NOTE: Federal regulations provide for a reduced radiation dose limit for declared pregnant radiation workers of 500 mrem for the duration of the gestational period. In order for this dose limit to be implemented the worker must formally declare herself to be pregnant to the RSO.*

6.8.4.1 The RSO shall perform an evaluation of the work area to determine if any work restriction or alteration will be necessary to minimize exposure.

6.8.4.2 The worker shall be provided protection of seniority, time in grade and promotion potential.

6.8.4.3 The declaration shall be voluntary and may be withdrawn at any time with no stated reason.

6.8.4.4 All discussions and pregnancy declarations shall be kept confidential if requested by the employee.

## **6.9 AIRBORNE CONCENTRATION LIMITS**

6.9.1 Airborne concentrations of radioactive materials to which personnel at LaRC may be exposed are specified by the NRC in appendix B of 10 CFR 20. Again, the LaRC limits are established as maximum values, and in all cases airborne concentrations shall be maintained at the lowest practical level.

6.9.2 Working in areas of airborne radioactivity requires extensive engineering and administrative controls. Every effort shall be made to prevent the generation of airborne radioactivity. The RSO should be contacted well in advance of any activity that has the potential to generate airborne radioactivity to ensure that a detailed analysis and work plan are done.

## **6.10 PERSONNEL MONITORING**

6.10.1 Personnel monitoring requirements shall include:

- a. Personnel monitoring shall be required in any area where there is a probability that an individual may receive a radiation dose in excess of 10 percent of the specified radiation dose limits described in this chapter.
- b. The details of the monitoring procedure shall be determined in each case by the RSO in consultation with the OFSH and with consideration of the dose limits.
- c. Personnel monitoring procedures shall include, as a minimum, the wearing of radiation dosimeters. In addition, an audible warning device shall be worn by all operators and monitoring personnel engaged in the work of radiography. Personnel monitoring devices are available from the RSO with the exception of audible warning devices that are to be procured from the Center Operations Directorate.
- d. The RSO shall maintain a permanent record of all personnel dosimetry reports.
  - (1) If a report indicates an overexposure, an investigation shall be initiated to determine the cause and to suggest remedial action.
  - (2) The overexposure shall be reported to the NRC in compliance with 10 CFR 19.
- e. Individuals determined to require radiation monitoring shall be advised annually of their measured dose.

## 6.11 POSTING AND LABELING

*NOTE: The posting and labeling requirements for LaRC are based on the regulations in 10 CFR 19, 10 CFR 20, and 29 CFR 1910.1096.*

6.11.1 The radiation symbols prescribed by this Chapter shall be the conventional magenta or purple three-bladed design on a yellow background.

6.11.2 Any additional information that may minimize exposure to radiation or to radioactive material shall be on or near signs and labels.

6.11.3 Operating Procedures and General Information—Areas in which individuals are employed that utilize radioactive materials in activities covered by these procedural requirements shall be posted with the following to ensure that they are seen by individuals on their way to or from their place of employment, or kept in a suitable place so that they are available for examination upon request:

- a. A current copy of 10 CFR 19.
- b. A current copy of 10 CFR 20.
- c. A current copy of 29 CFR 1910.1096.
- d. A copy of the NRC license and its reference documents.
- e. A copy of these procedural requirements (LPR 1710.5).
- f. A notice of cited violations of appropriate Federal regulations and the resulting LaRC actions.
- g. NRC Form No. 3, "Notice to Employees."

6.11.4 Posting and labeling requirements specific to areas, equipment, or containers are:

- a. Radiation Area—Each radiation area shall be conspicuously posted with a sign or signs bearing the radiation symbol and the words "CAUTION RADIATION AREA."
- b. High Radiation Area—Each high radiation area shall be conspicuously posted with a sign or signs bearing the radiation symbol and the words "CAUTION HIGH RADIATION AREA" or "DANGER HIGH RADIATION AREA."
  - (1) All high radiation areas established for a period of 31 days or more, shall be equipped with a control device which will cause the level of radiation to be reduced below that at which an individual might receive a dose of 100 millirem in one hour upon entry into the area or will energize a conspicuous, visible, or audible alarm signal to ensure that the individual entering and the supervisor of the operation are made aware of the entry.
- c. Airborne Radioactivity Area—Each airborne radioactivity area shall be conspicuously posted with a sign or signs bearing the radiation symbol and the words "CAUTION AIRBORNE RADIOACTIVITY AREA."



- d. Storage Area—In addition to the above, each area in which radioactive material is used or stored and which contains any radioactive material, other than natural uranium or thorium, in an amount exceeding 10 times the quantity of such material specified in 10 CFR 20, or which contains natural uranium or thorium in an amount exceeding 100 times the quantity specified in 10 CFR 20, shall be conspicuously posted with a sign or signs bearing the radiation symbol and the words “CAUTION RADIOACTIVE MATERIAL(S).”
- e. Containers—Each container of radioactive material shall bear a durable, clearly visible label identifying the radioactive contents as to radionuclide, quantity, and date of assay.
  - (1) Container labels shall bear the radiation symbol and the words “CAUTION RADIOACTIVE MATERIAL(S).”
- f. Radiation-Producing Machines or Equipment—All x-ray machines, x-ray diffraction units, electron microscopes, and other similar equipment shall bear a durable, clearly visible label bearing the radiation caution symbol and these or similar words “CAUTION THIS MACHINE PRODUCES X RADIATION WHEN ENERGIZED.”

6.11.5 Exemptions to posting and labeling requirements at LaRC shall be approved by the RSO and limited to the following:

- a. An area is not required to be posted with a sign because of the presence of a sealed source provided the radiation level 12 inches from the surface of the source container or housing does not exceed five millirem per hour.
- b. Areas are not required to be posted with signs because of the presence of radioactive materials packaged and labeled in accordance with applicable transportation regulations.
- c. Containers that do not contain materials in quantities greater than amounts specified in 10 CFR 20.
- d. Containers of only natural uranium or thorium in quantities no greater than ten times amounts specified in 10 CFR 20.
- e. Containers that do not contain licensed materials in concentrations greater than amounts specified in 10 CFR 20.
- f. Containers which are attended by an individual who will take precautions necessary to prevent the radiation exposure to any individual in excess of the LaRC limits.
- g. Containers which are in transport and packaged and labeled in accordance with applicable transportation regulations.

## 6.12 LEAK TESTS AND INVENTORY OF RADIOACTIVE SOURCES

6.12.1 Tests for leakage and/or contamination shall be performed by the health physics staff as authorized by the NRC to perform such services. Leak tests requirements include the following:

- a. Each sealed source containing byproduct material, other than Hydrogen 3 and Kr-85, with a half-life greater than 30 days and in any form other than gas shall be tested for leakage and/or contamination at intervals not to exceed six months.
  - (1) In the absence of a certificate from a transferor indicating that a test has been made within six months prior to the transfer, the sealed source shall not be put into use until tested.
- b. All alpha sources greater than 10 microcuries shall be wipe-tested on a three month interval.
- c. Notwithstanding the periodic leak test required by the above paragraph, any licensed sealed source containing byproduct material is exempted from periodic leak tests provided the quantity of byproduct material contained in the source does not exceed 100 microcuries of beta and/or gamma emitting material or 10 microcuries of alpha emitting material.
- d. All other sealed sources in storage are exempt from this test. However, all sources shall be tested for leakage prior to any use or transfer to another person unless they have been leak tested within six months notwithstanding the three months for alpha emitting sources prior to the date of use or transfer.
- e. The test shall be capable of detecting the presence of 0.005 microcurie of radioactive material on the test sample.
  - (1) The test sample shall be taken from the sealed source or from the surfaces of the device in which the sealed source is permanently mounted or stored on which one might expect contamination to accumulate.
  - (2) Records of leak test results shall be kept and maintained for inspection by the NRC.
- f. If the test reveals the presence of 0.005 microcurie or more of removable contamination, the RSO shall immediately withdraw the sealed source from use.
  - (1) The RSO shall have the sealed source decontaminated and repaired or disposed of in accordance with NRC regulations.
  - (2) A report shall be filed within five days of the test with the office that is charged with Byproduct Material Licensing, Nuclear Regulatory Commission, Washington,

DC 20555, describing the equipment involved, the test results, and the corrective action taken.

- (3) The report shall also be sent to the Regional Administrator, Region II, Office of Inspection and Enforcement, NRC.

6.12.2 Sealed sources shall be inventoried on a semi-annual basis. Lost sources must be reported to the NRC in accordance with Section 20.2201 of 10 CFR 20.

6.12.3 A working and calibrated radiation survey meter shall be assigned to facilities housing source(s) of ionizing radiation that require an approved radiation safety permit.

6.12.3.1 The survey meter shall be appropriate for measuring the specific type of radiation emanating from the source (i.e., alpha, beta, gamma, neutron, x-ray).

6.12.4 Specific responsibilities for the issuance, maintenance, and calibration of radiation survey meters are:

- a. The RSO, in consultation with the requester of the radiation safety permit, shall designate the appropriate type of survey meter for each application and shall make arrangements for its issuance.
- b. The OFSH shall assure that survey meters are kept in good working order and calibrated every year while in use, and after any repair.

6.12.5 Radiation survey meters used for quantitative measurements shall be calibrated annually.

6.12.5.1 Uncalibrated instruments shall be removed from service or labeled to indicate that they are not for quantitative measurements.

## **6.13 RADIOACTIVE WASTE DISPOSAL**

6.13.1 Special waste receptacles shall be provided by the EMT for the disposal of low-level radioactive waste.

6.13.1.1 These receptacles shall be conspicuously marked with the radiation symbol and the words "CONTAMINATED WASTE CAUTION RADIOACTIVE MATERIALS."

6.13.2 Disposal of radioactive wastes requires the following:

- a. Separate receptacles shall be provided for low-level waste, and these wastes shall be strictly segregated.

- (1) Concentrated stock solutions of radioactive materials, sealed sources, and other high-level materials shall not be disposed of in low-level waste containers.

- (2) The health physics staff, upon request by the OFSH, shall be responsible for disposal or removal and storage of such high-level material.
- b. The contents of the radioactive waste receptacles shall be collected by the health physics staff periodically.
  - (1) The arrangements for ultimate disposal of all radioactive waste resulting from LaRC operations shall be the responsibility of EMT in conjunction with LMT.
  - (2) Radioactive waste shall be handled as hazardous waste.
  - (3) Disposal of high-level material is limited to an appropriate licensee of the NRC or one of its agreement states who shall conduct final disposal operations.
- c. Records of all radioactive waste disposals shall be maintained by the RSO.

## **6.14 CONTRACT RADIOGRAPHY**

6.14.1 The Center Operations Directorate often requires the use of contract radiography operations for the nondestructive testing of welds, castings, new construction, and so forth.

6.14.2 The sporadic and uncertain nature of these operations prohibits the effective use of the NASA Langley radiation safety permit system, the following procedural and safety criteria shall be observed for all contract radiography performed at LaRC.

6.14.3 NASA Inspectors shall attend specialized training conducted by the LaRC RSO prior to being certified by their employer as Radiography Monitors.

6.14.3.1 The NASA LaRC Radiography Monitor shall:

- a. At least 4 hours prior to initiating contract radiography operations, notify the personnel listed below, by telephone, of the location, starting time, and expected duration of the operation:
  - (1) The RSO.
  - (2) NASA LaRC Dispatcher.
  - (3) The Duty Officer at the West Heating Plant, 14 West Taylor Street (Facility 1215).
  - (4) The Facility Coordinator for the facility where the operation is to be performed.
- b. Be present for the entire duration of the radiographic operation.
- c. As a trained Radiography Monitor, ensure that the contractor:
  - (1) Establishes a “controlled area” as defined in this Chapter. This shall include the use of physical barriers, as defined in these procedural requirements, and clearly visible signs to prevent unauthorized entry into the controlled radiation area.
  - (2) Complies with this chapter.

(3) Attempts to further minimize exposure by the use of shielding devices and beam collimators when available.

d. Notify the personnel listed below when contract radiography operations have been completed:

- (1) NASA LaRC Security.
- (2) The Duty Officer at the West Heating Plant, 14 West Taylor Street (Facility 1215).
- (3) The NASA LaRC Fire Department.

6.14.3.2 The LaRC RSO has prepared a checklist for the Radiography Monitors to use to ensure that the radiographer is operating safely. The checklist shall be completed to the extent possible and forwarded to the RSO after completion of the operation.

6.14.4 Scheduling of Operations—Due to the difficulty encountered in the control of personnel, contract radiography shall not normally be allowed to start until 5:00 p.m. or later on weekdays.

6.14.4.1 Exceptions shall have the prior written approval of the Chairperson, IRC.

6.14.5 Incidents During Radiography—If any of the following situations occur during the conduct of radiography, employees shall immediately notify the Duty Officer, the Emergency Dispatcher, and the LaRC RSO:

- a. The radiography source becomes separated from the control cable or otherwise cannot be retracted into the camera.
- b. There is a suspected overexposure of personnel.
- c. Activity is being performed that is unsafe, in the opinion of the radiography monitor.

6.14.6 Conduct of Radiography on Joint Base Langley-Eustis (JBLE)—As a tenant of JBLE, LaRC shall comply with all radiation control procedures established by the JBLE RSO.

6.14.6.1 The LaRC and LAFB RSOs have a written agreement for the conduct of operations on JBLE, which may be obtained from the LaRC RSO.

## **6.15 IN-HOUSE MOBILE RADIOGRAPHY (NASA)**

6.15.1 When performing mobile radiography operations outside of an approved x-ray laboratory facility, the OFSH shall follow the procedures as presented above.

6.15.2 The OFSH shall not be required to submit a new LF 38 or 48 for the mobile operation if the equipment and personnel involved have been authorized by an approved LF 38 or 48 for a permanent x-ray laboratory facility.

## **6.16 STORAGE OF RADIOACTIVE MATERIAL**

6.16.1 Radioactive materials shall be stored in approved locations only.

6.16.2 Radioactive materials shall not be stored alongside other items that may cause unintentional releases, such as corrosive chemicals.

6.16.3 Radioactive materials shall be kept locked up when they are not in use or in the presence of authorized users.

- a. This requirement may be satisfied by either locking the material up in a cabinet or locker or by locking up the work area. In either case, only authorized users may be allowed to have a key to access the material.
- b. Radioactive material installed in a piece of equipment that requires disassembly to access the material is exempt from this requirement.

**Chapter 7****7. EMERGENCY PROCEDURES****7.1 GENERAL**

*NOTE: Contamination is easily spread during an emergency situation such as a fire, explosion, accidental breakage of a container, or spill. The air currents set up by a fire can spread radioactive materials very rapidly and easily. They may also find their way into an air conditioning system, or, if spilled on the floor, personnel may track them around. This contamination is undetectable except by the use of special radiation detecting devices, such as the Geiger counter. Because it is extremely difficult to set up adequate detection controls in an emergency, preplanned emergency procedures are included in these procedural requirements.*

7.1.1 Personnel whose work involves the use of radioactive materials shall familiarize themselves with these procedures.

7.1.2 Should there be a catastrophic radioactive release, response procedures shall be in accordance with LPR 1046.1, "Emergency Management Plan."

**7.2 PROCEDURES AFTER RELEASE OF RADIOACTIVE MATERIAL**

7.2.1 Immediately after the occurrence of a release or spill, the involved person shall:

- a. Vacate all affected personnel to a safe area and segregate them from other personnel.
- b. Notify the RSO by telephone or the most rapid method of communication.
- c. Follow the instructions given by the RSO or an authorized representative.

7.2.2 Unless instructions given by the RSO are different, the person involved in the spillage shall take the following specific precautions, provided they do not place themselves at additional risk:

- a. Prevent all non-emergency personnel from approaching the contaminated area, or from attempting to deal with the spillage.
- b. Secure sources of ventilation such as HVAC and shut doors and windows as appropriate.
- c. For incidents that have a potential to cause significant exposure, such as with high dose rate sources or airborne radioactivity, ensure that personnel have evacuated to an area of low exposure potential.

### 7.2.3 Personnel shall conduct themselves by the following rules:

- a. No person shall enter an affected area until the health physics staff has conducted a contamination survey and has pronounced the area safe to resume work.
- b. Unauthorized personnel shall not attempt to make a survey, or to clean up the spillage.
- c. Decontamination procedures shall ALWAYS be conducted under the supervision of the RSO or an authorized qualified representative.
- d. Personnel shall be instructed to keep their movements in the contaminated area to a minimum to avoid spreading the contaminant by tracking.

## 7.3 FIRES IN RADIATION AREAS

### 7.3.1 Fires in radiation areas shall be handled as described herein.

- a. In case of fire in areas where radioactive materials are in use, every practical effort shall be made by the user to replace the material in its shielded container. If this is not possible, it shall be the responsibility of the user to promptly notify the NASA LaRC Fire Department and the RSO or alternate.
- b. NASA LaRC Fire Department personnel shall be knowledgeable of radiation hazards, and are encouraged to contact the health physics staff for periodic instruction.
- c. The RSO shall periodically notify the NASA LaRC Fire Department in writing of all locations of radioactive materials in amounts that may prove hazardous to NASA LaRC Fire Department personnel either externally or internally or that may present a serious contamination problem.
- d. When responding to one of these locations, the NASA LaRC Fire Chief, in consultation with the RSO, shall ensure that proper procedures are implemented to minimize radiation exposure to personnel and prevent the spread of contamination.

## 7.4 LOST, MISPLACED, OR STOLEN SOURCES OF RADIATION

### 7.4.1 Lost, misplaced, or stolen sources of radiation shall be reported immediately to the RSO:

- a. The RSO shall promptly prepare all reports required by the NRC after a theft or loss of licensed material.
- b. These reports shall then be transmitted by the Safety Manager.



## **7.5 NOTIFICATION OF ACCIDENTS**

7.5.1 Accident notification shall be in accordance with the following procedures:

- a. A user or operator shall immediately report to the RSO any incident or accident-involving radiation sources, or malfunction of radiation producing equipment.
- b. The RSO shall promptly investigate any report and advise NASA LaRC management of the findings.
- c. The OFSH and Chairperson, IRC, shall be informed periodically of the progress of the investigation.
- d. The RSO shall ensure that the NRC is notified immediately following an accident as described in 10 CFR 20, Paragraph 20.2202.
- e. The RSO shall submit a written report, for transmission by the LaRC Safety Manager, to NRC within 30 days following an overexposure to radiation levels and concentrations of radioactive material as described in 10 CFR 20, Paragraph 20.405.

## **Chapter 8**

### **8. VISITOR CONTROL**

#### **8.1 VISITOR LIMITATIONS**

8.1.1 Visitors shall be allowed to enter radiation areas at LaRC only with approval of the cognizant OFSH and subsequent notification to the RSO.

8.1.2 Visitors shall be required to submit their full name, date of birth, Social Security number, and a statement of previous exposure history so that they can be issued a film badge prior to entry into a radiation area.

8.1.3 Visitors within a radiation area shall be accompanied by a certified radiation worker at all times.

**APPENDIX A. DEFINITIONS AND TERMINOLOGY**

<b>accelerator</b>	A machine that accelerates electrically charged particles to high velocities. Types of accelerators include the cyclotron, linear accelerator, and Van de Graaff generator.
<b>agreement state</b>	Any state with which the Nuclear Regulatory Commission has entered into an effective agreement to perform specific parts of the Atomic Energy Act of 1954.
<b>ALI</b>	Annual Limitation on Intake
<b>alpha radiation</b>	Positively charged particles, each identical to a helium nucleus and emitted from a nucleus during radioactive decay.
<b>alpha emitter</b>	Any nuclide that emits alpha radiation.
<b>beta radiation</b>	High speed electrons emitted from a nucleus during radioactive decay.
<b>beta emitter</b>	Any nuclide that emits beta radiation.
<b>bremsstrahlung</b>	Electromagnetic radiation emitted by charged particles when they are slowed down by electric fields in passage through matter.
<b>byproduct material</b>	Any radioactive material (excluding source and fissionable material) obtained in the process of producing or using source or fissionable material; includes fission products produced in nuclear reactors.
<b>contamination (radioactive)</b>	The presence of radioactive material.
<b>curie</b>	The unit of radioactivity equal to 37 billion nuclear decays per second.
<b>DAC</b>	Derived Air Concentration
<b>Decay (radioactive)</b>	Spontaneous disintegration of the nucleus of an unstable atom by the emission of charged particles and/or electromagnetic radiation.
<b>decontamination</b>	The removal of radioactive contaminants.

<b>dose (radiation)</b>	The quantity of energy imparted to a mass of material exposed to radiation.
<b>dose rate</b>	The radiation dose delivered per unit time.
<b>dosimeter</b>	Any device that detects and measures radiation dose.
<b>film badge</b>	A packet of photographic film used for measurement of radiation dose for personnel monitoring purposes.
<b>fission</b>	The splitting of a heavy nucleus into roughly equal parts, accompanied by the release of energy and frequently one or more neutrons.
<b>fissionable material</b>	Any material readily fissioned by slow neutrons.
<b>gamma radiation</b>	Highly penetrating electromagnetic radiation of nuclear origin.
<b>gray</b>	Equals 100 rads.
<b>half life (radioactive)</b>	The time in which half the atoms in a radioactive substance decay.
<b>health physics</b>	A profession devoted to the protection of humans and the environment from unwarranted radiation exposure.
<b>ionization chamber</b>	An instrument that detects and measures ionizing radiation by observing the electric current created when radiation ionizes gas in the chamber.
<b>ionizing radiation</b>	Any electromagnetic or particulate radiation capable of producing ions, directly or indirectly, in its passage through matter.
<b>isotope</b>	Atoms with the same atomic number but different atomic weights.
<b>licensed material</b>	Any material received, possessed, used, or transferred under a general or special license issued by the Nuclear Regulatory Commission agreement state.
<b>micro</b>	A prefix meaning one millionth, for example, one microcurie equals $1 \times 10^{-6}$ curies.
<b>milli</b>	A prefix meaning one thousandth, for example, one

	millicurie equals $1 \times 10^{-3}$ curies.
<b>msv</b>	Millisievert (equals 0.1 rem).
<b>nuclide</b>	Any species of atom that exists for a measurable length of time.
<b>physical barrier</b>	Any device or devices which would preclude unauthorized entry by causing the physical removal of such before entry can be obtained.
<b>pocket dosimeter</b>	A self-reading, pencil size ionization chamber used for personnel monitoring purposes.
<b>quality factor</b>	A factor used to compare the biological effectiveness of absorbed radiation doses due to different types of ionizing radiation; equivalent to the term, RBE, relative biological effect.
<b>rad</b>	The basic unit of absorbed dose of ionizing radiation; equals the absorption of 100 ergs of energy per gram of matter.
<b>radiation</b>	The emission and propagation of energy through space or through a material in the form of waves. The energy propagated through space or through materials as waves; usually referring to electromagnetic radiation. By extension, particulates such as alpha or beta radiation or rays of mixed type.
<b>radioactivity</b>	The spontaneous decay or disintegration of an unstable atomic nucleus, accompanied by the emission of radiation.
<b>radioassay</b>	The process of analyzing biological material to determine its radioactive content.
<b>radiography</b>	The use of penetrating ionizing radiation to examine solid material.
<b>radioisotope</b>	An unstable isotope of an element that decays or disintegrates spontaneously, emitting radiation.
<b>radiology</b>	That branch of medicine which uses ionizing radiation for diagnosis and therapy.

<b>rem</b>	Roentgen equivalent man. A unit of absorbed dose in biological matter; equals the absorbed dose in rads multiplied by the quality factor of the radiation.
<b>roentgen</b>	The amount of gamma or x radiation required to produce ions carrying one electrostatic unit of charge in one cubic centimeter of dry air under standard temperature and pressure conditions.
<b>source material</b>	Any material, except special nuclear material, which contains 0.05 percent or more of uranium, thorium, or any combination of the two.
<b>special nuclear material</b>	Plutonium, uranium 233, uranium containing more than the natural abundance of uranium 235, or any material enriched by any of these substances.
<b>survey</b>	An evaluation of the radiation hazards incidental to the production, use, or presence of radioactive material or other sources of radiation under a specific set of conditions.
<b>temporary job site</b>	Any facility utilized temporarily by a LaRC-sponsored project that is not under the administrative control of LaRC.
<b>waste (radioactive)</b>	Equipment and materials that are radioactive and, having no further use, are discarded.
<b>x radiation</b>	Penetrating electromagnetic radiation of nonnuclear origin; usually produced by bombarding a metallic target with high-speed electrons.

**APPENDIX B. ACRONYMS**

<b>CFR</b>	Code Of Federal Regulations
<b>COTR</b>	Contracting Officer's Technical Representative
<b>DOT</b>	Department of Transportation
<b>FDA</b>	Food and Drug Administration
<b>OHCM</b>	Office of Human Capital Management
<b>IRC</b>	Ionizing Radiation Committee
<b>LAPD</b>	Langley Policy Directive
<b>LaRC</b>	Langley Research Center
<b>LPR</b>	Langley Procedural Requirements
<b>NASA</b>	National Aeronautics and Space Administration
<b>NRC</b>	Nuclear Regulatory Commission
<b>LMT</b>	Logistics Management Team
<b>OFSH</b>	Organizational Facility Safety Head
<b>OHO</b>	Occupational Health Officer
<b>EMT</b>	Environmental Management Team
<b>SMAO</b>	Safety and Mission Assurance Office
<b>SFAB</b>	Safety and Facility Assurance Branch
<b>OSHA</b>	Occupational Safety and Health Administration
<b>PFSH</b>	Principal Facility Safety Head
<b>PR/PO</b>	Purchase Request/Purchase Order
<b>RSO</b>	Radiation Safety Officer